



# Huntington Hospital

## DICTATION INSTRUCTIONS

### 1. To access system:

Inside the Hospital ext. 2585.

Outside the Hospital (626) 397-2585.

### 2. When the dictation system answers:

Please enter the following information after you are prompted:

1. Physician ID Number, followed by the pound (#) sign.
2. Work Type Number, followed by the pound (#) sign.
3. Account Number (Example: for V000012345, you key in "12345"), followed by the pound (#) sign.

### WORK TYPES:

#### 9. Preoperative History & Physical for Next Day Surgery

1. History & Physical / Psychiatric H & P
2. Consult
21. Hematology / Oncology Consult
22. Cardiothoracic Consult
23. Neurology Consult
3. Operative Report
31. Procedure Report
4. Pulmonary Reports
44. GI Procedure Reports
5. Discharge Summary
6. Cardiac Cath.
7. Coronary Angiogram
12. Ophthal Admit Note

#### 13. Parturition Summaries

14. Geriatric Assessment
15. PICU Progress Note
16. ECHO - Adult
17. ECHO Pediatric
18. Holter
19. EKG
20. Stress Test
71. ED Social Service Consult
72. ER Report
73. Psych Progress Note
77. Sleep Study
88. EEG
89. EMG Nerve Conduction Study

### DICTATION FUNCTION

Listen 1	Record 2	5 Sec. Rewind 3
Pause 4	Next Report 5	Go To End 6
5 Sec. Fwd. 7	Go To Start 8	Confirmation # & Disconnect 9
Press Twice for Stat *	0	Confirmation # Any Time During Dictation #

#### Notes:

1. State your full name, patient's full name and V Number.
2. To review your last few words, press 3.
3. To start a new report, press 5, then enter Work Type and V Number.

### MEDICAL HISTORY

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Physician's Name           | 7. Psych/Social History |
| 2. Patient's Name - Spell     | 8. Family History       |
| 3. Patient's Visit (V) Number | 9. System Review:       |
| 4. Chief Complaint            | a. H.E.E.N.T.           |
| 5. Present Illness            | b. Cardiovascular       |
| 6. Past Medical History       | c. Respiratory          |
| a. Childhood Illness          | d. G.I.                 |
| b. Adult Illness              | e. G.U.                 |
| c. Surgery                    | f. Gyn                  |
| d. Injuries                   | g. Neuromuscular        |
| e. Allergies                  |                         |
| f. Transfusion Reactions      |                         |
| g. Drug Sensitivities         |                         |

### PHYSICAL EXAM

- |                               |                       |
|-------------------------------|-----------------------|
| 1. Physician's Name           | 12. Heart             |
| 2. Patient's Name - Spell     | 13. Abdomen           |
| 3. Patient's Visit (V) Number | 14. Genitalia, Rectum |
| 4. General Appearance         | 15. Extremities       |
| 5. Vital Signs                | 16. Back              |
| 6. Skin                       | 17. Lymphatics        |
| 7. H.E.E.N.T.                 | 18. Neurological      |
| 8. Neck                       | 19. Impression        |
| 9. Chest                      | 20. Discussion, Plan  |
| 10. Breasts                   | Recommendations       |
| 11. Lungs                     |                       |

### CONSULTATION

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. Consulting Physician       | 5. Reason for Consult         |
| 2. Patient's Name - Spell     | 6. Date of Consult            |
| 3. Patient's Visit (V) Number | 7. Findings & Recommendations |
| 4. Attending Physician        |                               |

### OPERATIVE REPORT

- |                               |                                     |
|-------------------------------|-------------------------------------|
| 1. Physician's Name           | 9. Preoperative Diagnosis           |
| 2. Patient's name - Spell     | 10. Postoperative Diagnosis         |
| 3. Patient's Visit (V) Number | 11. Name of Procedure               |
| 4. Date of Operation          | 12. Description of Findings         |
| 5. Surgeon                    | 13. Technical Procedures Used       |
| 6. Assistant Surgeon          | 14. Specimens Removed & Disposition |
| 7. Anesthesiologist           | 15. Complications If Any            |
| 8. Anesthesia                 | 16. Blood Loss                      |

### DISCHARGE SUMMARY

- |                               |   |
|-------------------------------|---|
| 1. Physician's Name           | 9. Treatment Rendered                       |
| 2. Patient's Name - Spell     | 10. Condition of Discharge                  |
| 3. Patient's Visit (V) Number | 11. Instructions:                           |
| 4. Admit Date                 | a. Physical Activity                        |
| 5. Discharge Date             | b. Medications                              |
| 6. Reason for Hospitalization | c. Diet                                     |
| 7. Significant Findings       | d. Follow-Up Care, Including Physician Name |
| 8. Procedures Performed       | 12. Final Diagnosis                         |

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**Huntington Hospital**  
**DICTATION INSTRUCTIONS**

**PROGRESS NOTE**  
**WORK TYPE CODES**

**WORK TYPES:**

- |  |  |
|--|--|
| 15. PICU-HMH-PICU Progress Note        | 63. HMH-Urology Progress Note            |
| 50. HMH-Critical Care Progress Note    | 64. HMH-Vascular Surgery Progress Note   |
| 51. HMH-ENT Progress Note              | 65. HMH-Pulmonary Progress Note          |
| 52. HMH-General Surgery Progress Note  | 66. HMH-Internal Medicine Progress Note  |
| 53. HMH-Heme/Onc Progress Note         | 67. HMH-Nephrology Progress Note         |
| 54. HMH-Hospitalist Progress Note      | 68. HMH-Family Practice Progress Note    |
| 55. HMH-Neurology Progress Note        | 69. HMH-Cardiology Progress Note         |
| 56. HMH-Neurosurgical Progress Note    | 70. HMH-Ophthalmology Progress Note      |
| 57. HMH-OB/GYN Progress Note           | 73. PPR-HMH-Psychiatric Progress Report  |
| 58. HMH-Orthopedic Progress Note       | 74. HMH-Infectious Disease Progress Note |
| 59. HMH-Palliative Care Progress Note  | 75. HMH-Gastrointestinal Progress Note   |
| 60. HMHPediatric Progress Note         | 76. Progress note                        |
| 61. HMH-Thoracic Surgery Progress Note | 78. Rheumatology Progress note           |
| 62. HMH-Trauma Progress Note           | 79. Plastic surgery Progress note        |

**DICTATION FUNCTION**

<i>Listen</i> <b>1</b>	<i>Record</i> <b>2</b>	<i>5 Sec. Rewind</i> <b>3</b>
<i>Pause</i> <b>4</b>	<i>Next Report</i> <b>5</b>	<i>Go To End</i> <b>6</b>
<i>5 Sec. Fwd.</i> <b>7</b>	<i>Go To Start</i> <b>8</b>	<i>Confirmation # &amp; Disconnect</i> <b>9</b>
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